

SUMMARY OF THE PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING NOVEMBER 28, 2001

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, November 28, 2001 at 11:00 a.m. Eastern Standard Time (EST). The meeting was led by its chair, Dr. Kenneth Jackson of the New York State Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to address the agenda items as follow.

INTRODUCTION

Dr. Jackson called the meeting to order and took attendance.

REVIEW OF PREVIOUS MINUTES

The minutes from the teleconference held on November 14, 2001 were reviewed and approved as written. The action items were updated, all of which had been completed.

AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Dr. Kenneth Jackson gave a brief summary regarding the background of the structuring of NELAC and the current situation in which the Office of General Council has found NELAC to be out of compliance with the Federal Advisory Committee Act (FACA).

In review of the Constitution, the following was determined:

- Articles I, II, and III would need no revisions;
- Article IV, Section 2.B.1. may need to have reference to contributors deleted;
- Article V needs no revisions;
- Article VI B. may need to be deleted as it refers to the Interim Meeting; and
- Articles VII and VIII may need all references to Interim Meeting changed.

In review of the Bylaws, the following was determined:

- Article I, and Article II, Section 1, need no revisions;

It was noted that Section 2 is indicated as reserved and the question arose as to why. Ken Jackson to investigate.

- Articles III, IV, and V need no revisions;
- Article VI, Sections 1, 2, 3, and 5 need to have any reference to contributors revised; and
- Article VII needs no revisions.

Ken Jackson will present these recommended changes to the joint meeting of the Board of Directors and Chairs next week

FIELDS OF ACCREDITATION TABLES

Dr. Jackson presented the contents of the tables, which are for informational purposes only, noting that water bacteriology and radiochem not being completed. HPLC-Fluor will be added to the Technology Key. It was suggested to revise the first page to reflect a request for further input. It was be noted that a fourth column, the Field of Accreditation Code, may be added to the table. Dr. Jackson will arrange for copies of the tables to be provided to all NELAC 7i participants, for discussion during the committees working session on December 6, 2001.

DATA INTEGRITY PROGRAM

Art Burton reported that he had received a response from Fred Siegelman in which he suggested that the numbering be revised to reflect the current ISO version. Art Burton suggested that a possibility might be to have this document as an appendix, instead, with reference made to it in Chapter 1. Art Burton will continue to communicate with Dr. Siegelman regarding this.

INTERIM MEETING

Ken Jackson reviewed the agenda and final plans for the Program Policy and Structure session of the Interim Meeting. The discussion regarding changes to the Constitution and Bylaws will be at the end of the session. It was also suggested to have a brief meeting prior to the session. Dr. Jackson will notify members of specific time and place via voice mail at the conference.

FUTURE TELECONFERENCES

The next teleconference will be scheduled sometime in January 2002.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
NOVEMBER 28, 2001**

Item No.	Action	Date to be Completed
1.	No action items at this time.	

**PARTICIPANTS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
NOVEMBER 28, 2001**

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